

Commissioner's Memo System

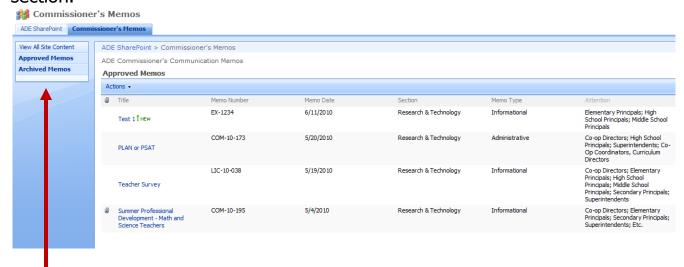
Overview

The Office of Communications of the Arkansas Department of Education has launched a new Commissioner's Memo website utilizing Microsoft SharePoint to manage memos.

To view a Commissioner's Memo

Navigate to the following URL to access the system: http://adesharepoint2.arkansas.gov/memos/default.aspx

A list of all memos from July 1, 2010 will display in the Approved Memos section.



To view memos prior to July 1, 2010, cick "Archived Memos".



To read a memo, click the name of the memo you wish to view.

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0	Title	Memo Number	Memo Date	Section	Memo Type	Attention
	Example Memo ! NEW	10-123	6/11/2010	Research & Technology	Informational	Superintendents
Ū	Summer Professional Development - Math and Science Teachers	COM-10-195	5/4/2010	Research & Technology	Informational	Co-op Directors; Elementary Principals; Secondary Principals; Superintendents; Etc.

The memo detail will appear, with links to any attachments.

Title	Example Memo		
Memo Number	EX-10-123		
Memo Date	6/11/2010		
Attention	Superintendents		
Memo Type	Informational		
Response Required	No		
Section	Research & Technology		
Regulatory Authority	None		
Contact Person	Jane Doe		
Phone Number	501-555-1212		
E-Mail	example@arkansas.gov		
Memo Text	This is an example Commissioner's Memo where formatting has been applied using the <i>word processing features</i> of the text area.		
Version: 8.0 Created at 6/11/2010 12:36 PM by Last modified at 6/11/2010 1:30 PM			

Last modified at 6/11/2010 1:30 PM by Kelly Cutler (ADE)

Click "Close" to go back to the Memo list.

Sorting

Memos are sorted by Date Modified, but users can sort to their preference.

Simply click on the header of the column you wish to sort. Clicking once will sort in ascending order, another click will sort in descending order.



